

# Library Department

## DEPARTMENT PURPOSE

The Los Gatos Public Library serves as the Town's primary provider of information services, engaging in the following service priorities:

- **Satisfy Curiosity: Lifelong Learning** - Library users will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
- **Stimulate Imagination: Reading, Viewing and Listening for Pleasure** - Library users who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.
- **Create Young Readers: Early Literacy** - Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
- **Discover Your Roots: Genealogy and Local History** - Library users will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.
- **Enjoy a Welcoming Environment: Physical and Virtual Spaces** - Library users will enjoy free public internet access, top-notch reference and customer service, and a comfortable physical environment.

## BUDGET OVERVIEW

The FY 2013/14 Library Department budget incorporates a library restructuring based on a comprehensive position review and the staffing needed to meet dramatically increased customer use and demands of the new library. In addition, collections funding is maintained through dedicated trusts and other revenues.

During FY 2013/14, the library will focus its efforts on enhancing operational efficiencies and customer service. The library remains successful in streamlining work processes and promoting the concept of self-service through the use of technology, where appropriate. The library will continue to refine operations within the new library building in an effort to provide the highest levels of customer service. To enhance customer service the Library is undergoing reorganization, reducing temporary hours and creating permanent positions. This includes the reclassification and consolidation of four prior management positions down to two, while retaining a vacant Library Director classification for use when needed. In addition, the Circulation Supervisor position was reclassified to Library Technology Specialist. The Library will also be adding .30 FTE to the Librarian classification for teen services, reducing the Library Assistant by .25 FTE, and adding a .75 FTE Library Specialist position. The library will be consolidating the administrative function, defunding the part-time administrative assistant position, creating a full-time Customer Service Supervisor, and adding one and a half Customer Service Specialists.

## ∞ LIBRARY DEPARTMENT ∞

In addition to the staffing reorganization, the use of the self-checkout machines continues to grow; self-checkout now accounts for over 80% of all library circulation. This increased use of self-checkout machines allows additional time for staff to address customer service and circulation activities. Additionally, the continued use of the new open-source online catalog will bring a projected cost savings over the next 5 years. Downloadable eBook offerings will also be expanded based upon the continued popularity of and demand for eBooks.

### ACCOMPLISHMENTS

Core Values	Accomplishments
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<ul style="list-style-type: none"><li>• Operations, collections, equipment and staffing of the department were optimized to make the best use of resources in a busier environment.</li><li>• Preprocessing services were used to have books and media arrive at the library in shelf-ready condition, reducing staff workload and increasing customer satisfaction.</li><li>• A self-service, cost recovery print release system was installed and deployed to regulate printing from public terminals.</li><li>• Installed a fully ADA compatible computer workstation for public use.</li><li>• Developed Customer Service Values to enhance user experience in the library.</li><li>• Provided staff with a new framework of adaptive communication techniques to enhance customer service.</li><li>• Moved check-in function from clerks to pages in order to maximize efficiency and productivity.</li><li>• A “sound zoning system” was implemented helping library users find the best place for their intended activity.</li></ul>
<b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment	<ul style="list-style-type: none"><li>• Expanded the series of instructional sessions about borrowing eBooks and downloadable audiobooks from the library.</li><li>• Preschool storytimes were enhanced through the use of technology, providing multi-media and multi-sensory experiences to reach children with varied learning styles.</li><li>• Provided 15 hours of specialized teen services per week during the school year.</li><li>• Continued the digitization &amp; indexing of the funeral and death records acquired from the Museums of Los Gatos.</li></ul>

# **LIBRARY DEPARTMENT**

## DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	\$ 13,996	\$ 10,662	\$ 109	\$ 100	\$ 20	\$ 15
<i>Service Charge</i>	1,416	1,445	1,685	1,700	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	56,144	37,995	36,924	41,500	47,233	48,000
<b>TOTAL REVENUES</b>	<b>\$ 71,556</b>	<b>\$ 50,102</b>	<b>\$ 38,718</b>	<b>\$ 43,300</b>	<b>\$ 47,253</b>	<b>\$ 48,015</b>
Transfers In						
<i>Transfer from Trust</i>	-	-	-	20,000	20,000	54,817
Total Transfers In	-	-	-	20,000	20,000	54,817
Total Revenues & Transfers In	<b>71,556</b>	<b>50,102</b>	<b>38,718</b>	<b>63,300</b>	<b>67,253</b>	<b>102,832</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,341,203	\$ 1,180,498	\$ 1,192,809	\$ 1,370,780	\$ 1,226,861	\$ 1,420,618
<i>Operating Expenditures</i>	301,965	304,869	279,787	294,710	344,166	239,712
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	351,402	332,476	338,213	508,819	502,680	570,988
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,994,570</b>	<b>\$ 1,817,843</b>	<b>\$ 1,810,809</b>	<b>\$ 2,174,309</b>	<b>\$ 2,073,707</b>	<b>\$ 2,231,318</b>

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
<b>PROGRAM</b>						
<i>Administration</i>	\$ 306,663	\$ 319,672	\$ 286,554	\$ 351,489	\$ 131,208	\$ 322,149
<i>Adult Services</i>	564,512	496,928	464,878	486,785	650,462	482,598
<i>Youth Services</i>	374,579	369,331	355,078	441,878	431,753	480,986
<i>Acquisitions &amp; Cataloging</i>	205,435	152,106	157,653	205,564	180,647	150,193
<i>Circulation Services</i>	543,381	479,806	546,646	688,593	679,637	795,392
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,994,570</b>	<b>\$ 1,817,843</b>	<b>\$ 1,810,809</b>	<b>\$ 2,174,309</b>	<b>\$ 2,073,707</b>	<b>\$ 2,231,318</b>

*The above program totals reflect General Fund programs. Additional Library Department programs are reflected in separate Trust Funds following the General Fund portion of this section.*

# **LIBRARY DEPARTMENT**

## DEPARTMENT STAFFING

### *Full Time Equivalent (FTE)*

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Town Staff</i>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Library Director	-	1.00	1.00	1.00	1.00	-
Assistant Library Director	-	1.00	-	-	-	-
Town Librarian	2.00	-	-	-	-	2.00
Library Manager	-	-	-	2.00	2.00	-
Principal Librarian	-	2.00	2.00	-	-	-
Librarian	2.55	2.25	2.25	2.25	2.25	2.55
Circulation Supervisor	-	1.00	1.00	1.00	1.00	-
Library Technology Specialist	1.00	-	-	-	-	1.00
Library Assistant	1.50	2.50	1.75	1.75	1.75	1.50
Library Specialist	0.75	-	-	-	-	0.75
Administrative Assistant	-	-	-	-	0.60	-
Customer Service Supervisor	1.00	-	-	-	-	1.00
Customer Service Specialist	1.50	-	-	-	-	1.50
Secretary III	-	0.60	0.60	0.60	-	-
<b>TOTAL PROGRAM FTE's</b>	<b>10.30</b>	<b>10.35</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>	<b>10.30</b>

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Librarian	683	810	556	556	556
Library Clerk	5,434	5,564	5,564	7,124	1,050
Library Page	3,976	4,776	4,776	6,440	7,591
CSO Intern	-	-	-	-	1,040
<b>TOTAL ANNUAL HOURS</b>	<b>10,093</b>	<b>11,150</b>	<b>10,896</b>	<b>14,120</b>	<b>10,237</b>

# **Library Department**

## **LIBRARY ADMINISTRATION PROGRAM 7101**

### **PROGRAM PURPOSE**

The Library Administration Program provides staff support to ensure the development of quality and cost-effective library services that are responsive to community needs. Library Administration's core services are to provide administrative and managerial oversight for programs and services, provide clerical and administrative assistance for day-to-day operations, provide personnel management, coordinate purchasing and physical plant maintenance, provide fiscal management and budget preparation, and provide support for the Library Board and Friends of the Library Board.

### **BUDGET OVERVIEW**

The FY 2013/14 budget assumes a continued elimination of the revenue from the State Public Library Fund (PLF) due to state budget cuts, and adjustments in salaries, positions and benefits for budgeting purposes. These adjustments reflect a flattening of the management structure and thus a small reduction to the FTE in this program. The Library Director position is retained but unfunded pending other staffing changes. The Assistant Director and Administrative Assistant positions are eliminated. Duties of the Director, Assistant Director, and Administrative Assistant will be reallocated to two Town Librarians and a Library Assistant. Town Librarians will continue to act as working managers within the Adult Services and Youth Services programs as well. The library will continue to refine operations within the new library building in an effort to provide the highest levels of customer service. To enhance customer service the Library is undergoing reorganization, reducing temporary hours and creating permanent positions, using savings from the consolidated administrative and management positions to fund needed front-line service delivery.

The Library Administration Program will continue to focus on refining the operation of the new library building, and handling the increased workload caused by the dramatic increase in circulation and library visitors. Special attention will continue to be paid to customer service and community engagement. Administration staff will continue to work collaboratively with the Friends of Los Gatos Library, a nonprofit 501(c)(3) organization. In addition, we will continue to reach out to improve partnerships within our community, such as the growing partnership with the Los Gatos History Museum and the ongoing cooperation with Los Gatos High School and the Adult Recreation Center.

**∞ LIBRARY DEPARTMENT ∞**  
**Library Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ 13,996	\$ 10,662	\$ 109	\$ 100	\$ 20	\$ 15
<i>Service Charges</i>	1,416	1,445	1,685	1,700	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	1	(51)	947	6,000	5,933	6,000
<b>TOTAL REVENUES</b>	<b>\$ 15,413</b>	<b>\$ 12,056</b>	<b>\$ 2,741</b>	<b>\$ 7,800</b>	<b>\$ 5,953</b>	<b>\$ 6,015</b>
Transfers In						
<i>Transfer from Trust</i>	-	-	-	20,000	20,000	54,817
Total Transfers In	-	-	-	20,000	20,000	54,817
Total Revenues & Transfers In	<b>15,413</b>	<b>12,056</b>	<b>2,741</b>	<b>27,800</b>	<b>25,953</b>	<b>60,832</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 194,817	\$ 218,556	\$ 194,434	\$ 228,560	\$ 3,771	\$ 185,023
<i>Operating Expenditures</i>	40,151	30,338	33,434	33,000	47,302	36,902
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	71,695	70,778	58,686	89,929	80,135	100,224
<b>TOTAL EXPENDITURES</b>	<b>\$ 306,663</b>	<b>\$ 319,672</b>	<b>\$ 286,554</b>	<b>\$ 351,489</b>	<b>\$ 131,208</b>	<b>\$ 322,149</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
	<b>Library Operations</b>
<b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment	<ul style="list-style-type: none"> <li>• The operations, collections, equipment, and staffing of the department will continually be optimized to make the best use of staff and resources to best meet the needs of the community.</li> <li>• A Request for Proposal will be issued for library book and media purchases and preprocessing of materials to insure the most productive use of library resources.</li> <li>• Adaptive communication training will continue to be provided to library staff and offered to other town departments by library staff.</li> </ul>

**∞ LIBRARY DEPARTMENT ∞**  
**Library Administration**

**KEY PROGRAM SERVICES**

- Administers and supervises four operating programs in the department
- Provides oversight of day-to-day operations and scheduling
- Prepares and monitors Library Department budget
- Provides staff support to the Town Library Board and Friends of the Library meetings, programs, and activities
- Collaborates with area libraries by serving on the Pacific Libraries Partnership Administrative Council
- Collaborates with libraries nationwide by serving on national committees
- Increases public awareness of library services and programs through effective public relations, marketing of library services, and periodically presenting programs at library conferences
- Provides oversight of library staff training and development
- Provides oversight and direction for information technology and systems administration developments

**ADMINISTRATION PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Library Director	-	0.40	1.00	1.00	1.00	-
Assistant Library Director	-	0.40	-	-	-	-
Town Librarian	1.00	-	-	-	-	1.00
Library Specialist	0.25	-	-	-	-	0.25
Administrative Assistant	-	-	-	-	0.60	-
Secretary III	-	0.60	0.60	0.60	-	-
<b>Total Administration FTEs</b>	<b>1.25</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.25</b>





# **Library Department**

## **ADULT SERVICES PROGRAM 7201**

### **PROGRAM PURPOSE**

The Adult Services Program supports library services for adults 18 years of age and older. Adult Services anticipates and meets community information needs, providing opportunities for lifelong learning. The Adult Services Program's core services are to provide reference services to all clientele, reader's advisory services, instruction in the use of computerized resources, and management of collections, including the local history collection.

### **BUDGET OVERVIEW**

The FY 2013/14 Adult Services Program budget reflects a reduced collection budget and modest overall increase to FTE. The Library Director, Assistant Library Director and Library Manager positions are being consolidated into the Town Librarian positions. In addition to this and the reorganization of the Library as a whole, .50 FTE Town Librarian position to oversee the Adult Services Program as well as the addition of a .67 FTE Library Assistant and .10 FTE Library Technology Specialist will be allocated to this program to oversee technology within the program. Finally, .15 FTE Library Specialist will be allocated to this program to assist with customer service. Collection reductions will be augmented by use of library trust funds. The library will continue to plan, implement, and promote services that are available online, 24/7, thus increasing access beyond the open hours of the physical building. The library will continue to engage in practical programming that highlights library resources.

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 334,389	\$ 259,712	\$ 278,063	\$ 281,301	\$ 399,135	\$ 317,987
<i>Operating Expenditures</i>	142,171	155,312	124,588	113,530	153,084	58,530
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	87,952	81,904	62,227	91,954	98,243	106,081
<b>TOTAL EXPENDITURES</b>	<b>\$ 564,512</b>	<b>\$ 496,928</b>	<b>\$ 464,878</b>	<b>\$ 486,785</b>	<b>\$ 650,462</b>	<b>\$ 482,598</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<p style="text-align: center;"><b><i>Mobile App</i></b></p> <p>The use of the library's mobile app will be continue to be expanded to leverage the use of other library resources and apps as well as features from other town departments. A historic homes walking tour will be added.</p>
<b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment	<p style="text-align: center;"><b><i>Local eBook Self-publishing Partnership</i></b></p> <p>The Los Gatos Library will create a cobranded portal linked from the library website to encourage local authors to take advantage of free eBook publishing tools to publish their books and eventually make them available through the Los Gatos Library.</p> <p style="text-align: center;"><b><i>Technology Training</i></b></p> <p>The new Tech Lab will continue to be leveraged to provide technology training as well as general interest classes.</p> <p style="text-align: center;"><b><i>Records Digitization</i></b></p> <p>Program staff, history volunteers and student volunteers will continue to digitize, archive and preserve the funeral and death records that the library acquired from the Museums of Los Gatos.</p> <p style="text-align: center;"><b><i>History Docents</i></b></p> <p>History volunteer hours will be expanded and docents will continue to be available to help interpret the history collection during regular hours.</p>

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

**KEY PROGRAM SERVICES**

**Meeting Information Needs**

- Provides ready reference, reader's advisory, information literacy, and roaming reference services
- Maintains vibrant reference and circulating collections
- Responds to patrons' suggestions for materials to be included in the collection
- Provides Interlibrary Loan and proctoring services for customers
- Expands patron access to new and emerging formats such as eAudio books and eBooks
- Enriches the local community by being a premier repository for local history materials in multiple formats, including 6,000 + digital images which are cloud-hosted and available to view throughout the world

**Information Technologies and Training**

- Develops online and social media counterparts to services traditionally available only within the library's walls, such as Ready Reference, Readers Advisory, Information Literacy, and Roving Reference
- Provides access to the internet and training for the public in basic searching and navigational skills
- Maintains a library mobile application for use with smart phone and mobile multifunction devices

**Web Management**

- Designs and maintains the library's website
- Maintains History Project, *HistoryLosGatos.org*, online photo archive

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

**ADULT SERVICES PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Town Staff</i>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Library Director	-	0.15	-	-	-	-
Assistant Library Director	-	0.15	-	-	-	-
Town Librarian	0.50	-	-	-	-	0.50
Library Manager	-	-	-	0.90	0.90	-
Principal Librarian	-	0.90	0.90	-	-	-
Librarian	0.90	1.10	0.90	0.90	0.90	0.90
Circulation Supervisor	-	0.25	0.10	0.10	0.10	-
Library Technology Specialist	0.10	-	-	-	-	0.10
Library Assistant	0.85	0.50	0.18	0.18	0.18	0.85
Library Specialist	0.15	-	-	-	-	0.15
<b>Total Adult Services FTEs</b>	<b>2.50</b>	<b>3.05</b>	<b>2.08</b>	<b>2.08</b>	<b>2.08</b>	<b>2.50</b>
		<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Temporary Staff</i>		<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Librarian		310	374	556	556	556
<b>Total Annual Hours</b>		<b>310</b>	<b>374</b>	<b>556</b>	<b>556</b>	<b>556</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1 <i>Manage adult library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection systematically evaluated and updated:	25%	30%	20%	20%	20%
b. Percentage of available technology training sessions used by public:	99.9%	99.9%	100%	100%	100%
c. Percentage of clientele rating technology instruction sessions as "improved/greatly improved my skills":	100%	100%	100%	88%	90%
d. Percentage of Reference Services clientele rating staff assisted reference service as good/excellent:	100%	100%	100%	92%	95%
e. Percentage of public contacts received by library that are online vs. through the doors:	47%	63%	31%	31%	55%
f. Percentage of library users who percent of users who agree or strongly agree that they received the information/item that they were seeking.	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of adult reference questions received:	8,589	9,064	20,246	22,633	22,000
2. Reference questions per capita:	0.31*	0.3	0.7	0.76	1
3. Number of patrons' materials reserves processed:	31,576	11,930	22,431	28,739	30,000
4. Number of inter-library loans loaned:	323**	323	212	252	275
5. Number of inter-library loans borrowed:	170	56***	128	148	160
6. Hours of service per week at adult services desk:	54	50	53	54	54
7. Number of patrons using the Library's public access computers	23,738	25,551	24,109	35,560	36,000

\* *Population increase and reference question decrease.*

\*\* *Increase in lending is an offset to OCLC expense, resulting in a net savings.*

\*\*\* *Decrease in borrowing reflects the increase of ILL fee to patrons from \$2 to \$5, but also reflects a savings from the standpoint of labor as it costs more to borrow than to lend.*



# **Library Department**

## **YOUTH SERVICES PROGRAM 7202**

### **PROGRAM PURPOSE**

Youth Services supports youth - from newborn babies through high school - and their parents by providing age-appropriate programs, services, and materials in support of education as well as current high-demand, high-interest materials in a variety of formats. Youth Services also creates welcoming environments for children and teens that encourage their curiosity, imagination, creativity, and a permanent love of reading. Differentiated programs are provided for children 0-14 years of age and teens from 13-17 years of age. The purpose of the Youth Services Program is to provide reference and advisory services and computer resources, manage youth collections, and provide a variety of programs throughout the year in the library, at local schools, and in the community.

### **BUDGET OVERVIEW**

The FY 2013/14 Youth Services reflects a status quo collection budget and a modest decrease to overall FTE. 0.50 FTE Town Librarian will oversee the Youth program, coupled with .50 FTE increase in Librarian hours allocated and a .43 FTE reduction in Library Assistant staffing for the program. However, a .10 FTE Library Specialist will be added to provide additional customer support. Staffing will focus on new & innovative efficiencies in program development and implementation. Collection funding will continue to be used strategically, eliminating those materials of least use to ensure a well-rounded youth collection. Multiple formats focusing on educational support as well as current high-demand, high-interest materials for children of all ability levels will still be purchased.

**∞ LIBRARY DEPARTMENT ∞**  
**Youth Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 249,790	\$ 265,318	\$ 248,075	\$ 299,084	\$ 289,522	\$ 324,338
<i>Operating Expenditures</i>	62,532	43,602	46,420	49,980	49,980	49,980
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	62,257	60,411	60,583	92,814	92,251	106,668
<b>TOTAL EXPENDITURES</b>	<b>\$ 374,579</b>	<b>\$ 369,331</b>	<b>\$ 355,078</b>	<b>\$ 441,878</b>	<b>\$ 431,753</b>	<b>\$ 480,986</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
<b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment	<b><i>Educational Programming</i></b>
	<ul style="list-style-type: none"> <li>Continue educational programming which provides for a variety of learning styles and interests.</li> <li>Continue to work with local schools to provide access to online resources for all students.</li> <li>Specialized programming for parents will be provided through community partnerships.</li> </ul>
	<b><i>Storytimes</i></b>
	<ul style="list-style-type: none"> <li>Regular storytimes will continue to be enhanced to incorporate new early learning technologies including multi-media and multi-sensory experiences.</li> <li>Stay-and-Play time, immediately following storytimes, will continue to be provided to facilitate socialization skills &amp; relaxed playtime learning for the youngest library users.</li> </ul>
	<b><i>Teen Services</i></b>
	<ul style="list-style-type: none"> <li>Teen services will continue to grow and adapt to the changing needs of the teen population. Services such as collection development, special programs, study hall hours, textbooks, and partnerships will be monitored and assessed for maximum service to this population of library users.</li> </ul>



## ∞ LIBRARY DEPARTMENT ∞

### Youth Services

#### KEY PROGRAM SERVICES

##### Meeting information needs for children 0-17 years of age and their parents

- Provides reference and reader's advisory services
- Manages children's and teens' web pages
- Maintains vibrant and diverse collections for children, teens, and parents/caregivers
- Responds to patron suggestions for materials to be included in the collection

##### Providing programs to youth

- Provides year-round programming for infants, toddlers, preschoolers, school-age children, teens, and families
- Plans and promotes annual Summer Reading Club to listeners from ages 0-5, readers from ages 5-12, and teen readers from ages 13-17

##### Outreach to youth

- Raises awareness of youth about collections, services, and programs available at the library
- Responds to requests for field trips to the library and librarian visits to schools and community events

##### Web Management

- Designs and maintains the youth portions of the library's website

#### YOUTH SERVICES PROGRAM STAFFING

##### *Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<i><b>Town Staff</b></i>						
Library Director	-	0.15	-	-	-	-
Assistant Library Director	-	0.15	-	-	-	-
Town Librarian	0.50	-	-	-	-	0.50
Library Manager	-	-	-	0.90	0.90	-
Principal Librarian	-	0.95	0.90	-	-	-
Librarian	1.25	0.65	0.75	0.75	0.75	1.25
Library Assistant	0.65	0.89	1.08	1.08	1.08	0.65
Library Specialist	0.10	-	-	-	-	0.10
<b>Total Youth Services FTEs</b>	<b>2.50</b>	<b>2.79</b>	<b>2.73</b>	<b>2.73</b>	<b>2.73</b>	<b>2.50</b>

	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<i><b>Temporary Staff</b></i>					
CSO Intern	-	-	-	-	1,040
Librarian	233	296	-	-	-
<b>Total Annual Hours</b>	<b>233</b>	<b>296</b>	<b>-</b>	<b>-</b>	<b>1,040</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Youth Services**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>Provide a variety of programs throughout the year that encourage curiosity, imagination, creativity, and love of reading.</i>					
a. Percentage agree/strongly agree that youth services programs enhance my child's development:	100%	100%	100%	96%	97%
b. Percentage of request for outreach that are delivered:	90%	95%	98%	97%	97%
c. Percentage of cards issued through organized class visits:	35%	35%	35%	40%	40%
2. <i>Assure the delivery of reference service to youth clientele.</i>					
a. Percentage of Youth Reference Services clientele rating staff-assisted reference service as good/excellent:	100%	100%	100%	92%	95%
3. <i>Manage youth library collections to anticipate and meet community information needs.</i>					
a. Percentage of total circulation that is youth collections:	45%	48%	49%	46%	49%
b. Percentage of collection systematically evaluated and updated:	25%	35%	75%	25%	25%

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of youth programs per year:	413	410	276	300	300
2. Total annual attendance at youth programs:	16,105	16,000	13,446	18,500	18,000
3. Program attendance per youth capita:	1.7	1.7	2.5	3.5	3.4
4. Annual number of youth reference questions received:	9,637	10,000	25,142	19,950	20,000
5. Hours of public service per week at youth services desk:	54	50	53	54	54

# **Library Department**

## **ACQUISITIONS & CATALOGING PROGRAM 7203**

### **PROGRAM PURPOSE**

The Acquisitions & Cataloging Program provides customers with access to a broad range of up-to-date library materials and technology, and ensures customers have ready, user-friendly access to the collection. The Acquisitions & Cataloging Program's core services are creation and maintenance of an online catalog (available both in-house and through the internet), collection maintenance, acquisition of all library materials, and general support services.

### **BUDGET OVERVIEW**

The Acquisitions & Cataloging Program's FY 2013/14 budget reflects the Library's reorganization and changes in overall FTE's. Increased use of vendor preprocessing has optimized efficiency in cataloging and allowed staff to devote more time to labor-intensive onsite cataloging and direct customer service. Therefore, the Librarian allocation has been reduced from a .60 FTE to a .40 FTE and the .30 Library Assistant hours have been reclassified to a .25 FTE Library Specialist. The Library continues to implement system enhancements and expand downloadable eBooks, audiobooks and DRM free music. The use of library marketing and social networking tools are being expanded to market collections to patrons. The Acquisitions & Cataloging Program will continue to refine and develop Los Gatos Library's implementation of Koha open source software.

**∞ LIBRARY DEPARTMENT ∞**  
**Acquisitions & Cataloging**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	4,813	3,391	3,095	3,000	4,000	4,000
<b>TOTAL REVENUES</b>	<b>\$ 4,813</b>	<b>\$ 3,391</b>	<b>\$ 3,095</b>	<b>\$ 3,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 142,738	\$ 93,590	\$ 94,201	\$ 111,202	\$ 87,698	\$ 45,776
<i>Operating Expenditures</i>	5,141	5,933	9,570	9,700	9,700	9,700
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	57,556	52,583	53,882	84,662	83,249	94,717
<b>TOTAL EXPENDITURES</b>	<b>\$ 205,435</b>	<b>\$ 152,106</b>	<b>\$ 157,653</b>	<b>\$ 205,564</b>	<b>\$ 180,647</b>	<b>\$ 150,193</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<p style="text-align: center;"><b><i>Preprocessing Services</i></b></p> <p>Preprocessing services will continue to be evaluated and expanded in order to have books, audiobooks, and DVDs arrive in shelf-ready condition, reducing staff workload and increasing customer satisfaction.</p>
	<p style="text-align: center;"><b><i>Local Resource Sharing</i></b></p> <p>Evaluate the efficacy of last year's local resource sharing pilot project between Los Gatos and two area library systems to assess fiscal feasibility and overall value-add to Library users.</p>

**KEY PROGRAM SERVICES**

- Maintains online catalog to assure customer access to library materials
- Acquires library materials
- Maintains library collections, including shelving of materials

**∞ LIBRARY DEPARTMENT ∞**  
**Acquisitions & Cataloging**

**ACQUISITIONS & CATALOGING PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Town Staff</i>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Library Director	-	0.15	-	-	-	-
Assistant Library Director	-	0.15	-	-	-	-
Librarian	0.40	0.50	0.60	0.60	0.60	0.40
Library Assistant	-	0.59	0.30	0.30	0.30	-
Library Specialist	0.25					0.25
<b>Total Technical Services FTEs</b>	<b>0.65</b>	<b>1.39</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>	<b>0.65</b>

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Library Clerk	-	130	130	130	-
Library Page	-	800	800	800	-
<b>Total Annual Hours</b>	<b>-</b>	<b>930</b>	<b>930</b>	<b>930</b>	<b>-</b>

<b>Performance Objectives and Measures</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>

1. *Provide customers with access to a broad range of up-to-date library materials and multimedia .*

a. Percentage of high demand items processed within 4 days:	99%	99%	95%	95%	95%
b. Percentage of items received cataloged within 30 days:	100%	100%	100%	100%	100%
c. Percentage of items processed and shelf ready within 30 days:	100%	100%	100%	100%	100%

<b>Activity and Workload Highlights</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>

1. Number of items ordered, checked in, and cataloged:	8,731	12,974	14,814	20,000	15,000
2. Number of periodical subscriptions checked in, processed, and exchanged:	211	206	206	194	195



# **Library Department**

## **CIRCULATION/SYSTEM ADMINISTRATION PROGRAM 7204**

### **PROGRAM PURPOSE**

The Circulation Program enables customers to access library materials for use outside the library. The System Administration Program manages all automated services and technology systems. Circulation/System Administration's core services are to manage the circulation process; maintain circulation records; and to implement and support the Library's computer network, the integrated library automation system, and public internet access.

### **BUDGET OVERVIEW**

The FY 2013/14 budget reflects a marked increase in overall FTE to accommodate the dramatic increase in library use. Circulation and library membership continue to increase and the circulation desk continues to be the first point of contact for most library users, making customer service of utmost importance. Library Page hours have increased to account for the added check-in duties assigned to this classification. Temporary Library Clerk hours have been reduced to create opportunity for 1.5 FTE Customer Service Specialists. This transition will take place slowly throughout the fiscal year. Additionally, the IT and Circulation functions have been split into two unique positions, Library Technology Specialist and Customer Service Supervisor. This allows the Library Technology Specialist to focus on public-facing technology and technology support for staff while the Customer Service Supervisor focuses on supervising the human elements of all circulation functions, including the management of employees within this program and direct customer service.

The library continues to register many new card holders as a result of enthusiasm about the new library building. The percentage of circulation attributed to Los Gatos residents has risen to about 60%, and usage of online services continues to skyrocket. Library use and circulation has continued to increase throughout the first year of operations and is expected to remain constant at this new increased level. Computer use has risen 1230% due to the increased number of public computers. Demand for maintenance and support of the technology has grown accordingly.

**∞ LIBRARY DEPARTMENT ∞**  
**Circulation / System Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	51,330	34,655	32,882	32,500	37,300	38,000
<b>TOTAL REVENUES</b>	<b>\$ 51,330</b>	<b>\$ 34,655</b>	<b>\$ 32,882</b>	<b>\$ 32,500</b>	<b>\$ 37,300</b>	<b>\$ 38,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 419,469	\$ 343,322	\$ 378,036	\$ 450,633	\$ 446,735	\$ 547,494
<i>Operating Expenditures</i>	51,970	69,684	65,775	88,500	84,100	84,600
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	71,942	66,800	102,835	149,460	148,802	163,298
<b>TOTAL EXPENDITURES</b>	<b>\$ 543,381</b>	<b>\$ 479,806</b>	<b>\$ 546,646</b>	<b>\$ 688,593</b>	<b>\$ 679,637</b>	<b>\$ 795,392</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<p style="text-align: center;"><b><i>Online Payments</i></b></p> <p>An online payment system will be implemented to allow library users to pay their fines remotely. This online payment system will work securely with the library ILS and PayPal to streamline this process for both library users and staff.</p>
	<p style="text-align: center;"><b><i>Online Self-Registration</i></b></p> <p>An online self-registration system will be implemented to allow library users to sign up online for a library card. Upon verification, the card will be available for pick-up from library staff, saving both library user and staff time.</p>



**∞ LIBRARY DEPARTMENT ∞**  
**Circulation / System Administration**

**KEY PROGRAM SERVICES**

- Manages circulation process
- Manages all library automated systems, including the library's network
- Manages remote authentication server
- Manages public computer terminals and printers

**CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING**

***Full Time Equivalent (FTE)***

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<b><i>Town Staff</i></b>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Library Director	-	0.15	-	-	-	-
Assistant Library Director	-	0.15	-	-	-	-
Library Manager	-	-	-	0.20	0.20	-
Principal Librarian	-	0.15	0.20	-	-	-
Circulation Supervisor	-	0.75	0.90	0.90	0.90	-
Library Technology Specialist	0.90	-	-	-	-	0.90
Library Assistant	-	0.52	0.19	0.19	0.19	-
Customer Service Supervisor	1.00	-	-	-	-	1.00
Customer Service Specialist	1.50	-	-	-	-	1.50
<b>Total Circulation/System FTEs</b>	<b>3.40</b>	<b>1.72</b>	<b>1.29</b>	<b>1.29</b>	<b>1.29</b>	<b>3.40</b>

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<b><i>Temporary Staff</i></b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Librarian	140	140	-	-	-
Library Clerk	5,434	5,434	5,434	6,994	1,050
Library Page	3,976	3,976	3,976	5,640	7,591
<b>Total Annual Hours</b>	<b>9,550</b>	<b>9,550</b>	<b>9,410</b>	<b>12,634</b>	<b>8,641</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Circulation / System Administration**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>Provide customer access to materials for use outside the library.</i>					
a. Percentage of Los Gatos residents holding a library card:	37%*	57%**	24%	30%	30%
b. Percentage of circulation attributed to Los Gatos residents in the last 12 months:	54%	59%	60%	56%	60%
c. Percentage of people rating staff assistance at circulation desk as good/excellent:	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>	<i>New Measure/ Data Not Available</i>
2. <i>Assure access to library online services.</i>					
a. Percentage of time library online services are available:	99.9%	99.9%	99.9%	99.9%	99.9%

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Circulation of printed material - adult:	120,254	117,826	118,839	121,632	12,200
2. Circulation of printed material - youth:	164,310	104,609	138,746	187,342	190,000
3. Circulation of videos/DVDs:	135,875	79,340	91,018	105,979	107,000
4. Circulation of audio books:	27,618	16,162	17,937	20,529	22,000
5. Circulation of CDs:	31,149	16,203	19,052	22,270	24,000
6. Circulation per capita:	17.11	7	13	16	17
7. Door count:	237,200	270,000	279,627	343,188	350,000
8. Number of new patrons registered:	2,793	3,000*	5,554	5,350	5,000
9. Hours of public service per week at circulation:	54	50	54	54	54

\* *Reflects more patrons from outside municipal limits getting library cards.*

\*\* *Anticipated growth in door count due to new library building.*

# **Library Trust Fund**

## **FUND 711**

### **FUND PURPOSE**

The Library Trust Fund was established to provide for the servicing of donations and bequests to the Los Gatos Library. The *Los Gatos Friends of the Library* organization exists for the benefit of the library, and this fund allows the Town to plan for and recognize the numerous bequests this non-profit group makes to the library. In addition, numerous local service organizations and individuals make generous donations and memorial bequests to the library, sometimes for specific purposes. This fund provides for retaining these donations until they can be used as designated.

### **BUDGET OVERVIEW**

The Friends of Los Gatos Library contributed more than \$20,000 to the library during the past fiscal year, providing funds for the “Summer Reading Clubs” for children, teens, and adults; the “Silicon Valley Reads” program; and the family-focused programs. Additionally, it has provided funding for new teen furniture and monies to support a growing collection of new bestselling books & movies. Other library supporters have made donations to the Library Trust Fund to purchase memorial books and equipment.

A portion of this fund will be budgeted for FY 2013/14 in support of Library programming and specialized collections.

**∞ LIBRARY DEPARTMENT ∞**  
**Library Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	51,002	53,623	51,936	42,594	30,719	4,048
Total Beginning Fund Balance	51,002	53,623	51,936	42,594	30,719	4,048
Revenues						
<i>Interest</i>	920	620	398	358	484	484
<i>Other Revenues</i>	19,681	16,285	488	15,500	26,095	36,300
Total Revenues	<b>20,601</b>	<b>16,905</b>	<b>886</b>	<b>15,858</b>	<b>26,579</b>	<b>36,784</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 71,603</b>	<b>\$ 70,528</b>	<b>\$ 52,822</b>	<b>\$ 58,452</b>	<b>\$ 57,298</b>	<b>\$ 40,832</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	17,980	18,592	22,103	58,452	53,250	28,350
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>17,980</b>	<b>18,592</b>	<b>22,103</b>	<b>58,452</b>	<b>53,250</b>	<b>28,350</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	53,623	51,936	30,719	-	4,048	12,482
Total Ending Fund Balance	53,623	51,936	30,719	-	4,048	12,482
<b>TOTAL USE OF FUNDS</b>	<b>\$ 71,603</b>	<b>\$ 70,528</b>	<b>\$ 52,822</b>	<b>\$ 58,452</b>	<b>\$ 57,298</b>	<b>\$ 40,832</b>

# **History Project Trust Fund**

## **FUND 712**

### **FUND PURPOSE**

The History Project Trust Fund was established to provide for the servicing of donations, bequests, grant monies, and expenditures to the history project partnership of Los Gatos Public Library and The Museums of Los Gatos.

Daily operating costs have been assumed by the Adult Services budget. The limited amount of money in this trust fund will be used for maintenance and licensing of the remotely hosted server and for limited local history collection development.

### **BUDGET OVERVIEW**

The History Project Trust Fund tracks monies received by History Services, a library service that originally began as a project funded by grants and donations. These Trust Funds are mostly royalties and digitization and licensing fees for proprietary images, and donations received. The money received from donated royalties has been decreasing over the past years, and in FY 2013/14 this decrease will level off. Money received from the licensing of digital images will be the major source of income for this fund.

**∞ LIBRARY DEPARTMENT ∞**  
**History Project Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	3,367	851	58	809	753	2,781
Total Beginning Fund Balance	3,367	851	58	809	753	2,781
Revenues						
<i>Interest</i>	20	24	6	1	28	20
<i>Other Revenues</i>	1,056	2,617	689	1,000	2,000	2,000
Total Revenues	1,076	2,641	695	1,001	2,028	2,020
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 4,443</b>	<b>\$ 3,492</b>	<b>\$ 753</b>	<b>\$ 1,810</b>	<b>\$ 2,781</b>	<b>\$ 4,801</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,592	3,434	-	1,810	-	2,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	3,592	3,434	-	1,810	-	2,000
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	851	58	753	-	2,781	2,801
Total Ending Fund Balance	851	58	753	-	2,781	2,801
<b>TOTAL USE OF FUNDS</b>	<b>\$ 4,443</b>	<b>\$ 3,492</b>	<b>\$ 753</b>	<b>\$ 1,810</b>	<b>\$ 2,781</b>	<b>\$ 4,801</b>

# **Clelles Ness Trust Fund**

## **FUND 713**

### **FUND PURPOSE**

The Clelles Ness Trust Fund was established in January 1961 by Ansten R. Ness, M.D. and the Board of Library Trustees for the Town of Los Gatos, as a memorial to his wife, Clelles Ness. Mrs. Ness was a long-time Los Gatos resident who was active in civic life, winning the 1947 Citizen of the Year award. Among her many contributions to the town, she was heavily involved with the arts. She helped to bring the Los Gatos Pageants and numerous other play productions to the town, was an avid reader, and wrote for the *Los Gatos Times* (the local newspaper). She was also involved with bringing a hospital to town, and with her husband started the “Holiday Circle” social club which required at least one spouse to be active in civic planning to join.

The intention of the memorial fund was to use the income and principal of the trust estate to provide materials and services not ordinarily available from public funds. An amendment to the trust agreement in 1983 relinquished control over the management and investment of the trust to the Town Council.

Historically, the library has used money from the trust to purchase art books for Los Gatos Public Library. The library is no longer able to spend the money in this manner, due to the building’s space constraints. As a result, in July of 1999 an agreement was entered into with the daughter of Clelles Ness to use the trust fund for a new library facility, should one be built in the future.

Per the agreement, the trust fund principal and interest may be used for library building plan documents and studies, such as but not limited to, a building program and architectural drawings. The balance of the trust not spent on the planning documents and studies will be placed in a Library Building Fund to be used for the purchase of items for the new library building, such as furniture, shelving, and equipment.

### **BUDGET OVERVIEW**

Interest continues to increase the fund balance, to be used when determined appropriate.

A small portion of this fund will be budgeted for FY 2013/14 in support of special collections.

**∞ LIBRARY DEPARTMENT ∞**  
**Clelles Ness Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	185,008	188,718	191,179	88,679	189,138	190,638
Total Beginning Fund Balance	185,008	188,718	191,179	88,679	189,138	190,638
Revenues						
<i>Interest</i>	3,710	2,461	1,959	1,500	1,500	1,500
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<b>3,710</b>	<b>2,461</b>	<b>1,959</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 188,718</b>	<b>\$ 191,179</b>	<b>\$ 193,138</b>	<b>\$ 90,179</b>	<b>\$ 190,638</b>	<b>\$ 192,138</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	4,000	45,000	-	10,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	-	<b>4,000</b>	<b>45,000</b>	-	<b>10,000</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	188,718	191,179	189,138	45,179	190,638	182,138
Total Ending Fund Balance	188,718	191,179	189,138	45,179	190,638	182,138
<b>TOTAL USE OF FUNDS</b>	<b>\$ 188,718</b>	<b>\$ 191,179</b>	<b>\$ 193,138</b>	<b>\$ 90,179</b>	<b>\$ 190,638</b>	<b>\$ 192,138</b>



# **Susan McClendon Trust Fund**

## **FUND 714**

### **FUND PURPOSE**

A bequest to the Los Gatos Public Library from the estate of the late Susan E. (Betty) McClendon was established in support of children's services. Betty McClendon was a long-time resident and dance instructor. She is especially remembered as the choreographer of the Town's 1940 pageant, "Trail Days," which celebrated the completion of the final section of the new four-lane highway from Santa Cruz into Los Gatos. Betty McClendon's mother, Mrs. Hilda McClendon, served as Children's Librarian at Los Gatos Memorial Library from 1923 to 1929. Ms. McClendon left this gift in memory of her mother and her mother's husband, Gorman Burtner.

These funds are restricted for use for children's services at the library, and will be directed toward support of reading clubs, book discussion groups, evening family programs, and equipment and furniture needs of children's services that are not met by other funding. This funding will also be used for enhancement of children's collections.

### **BUDGET OVERVIEW**

This fund was established to monitor that funds from this trust are expended for children's services in keeping with the wishes of the bequestor. \$10,000 is budgeted for FY 2013/14 for enhancements to children's collections.

**∞ LIBRARY DEPARTMENT ∞**  
**Susan McClendon Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	94,179	96,069	97,320	98,020	98,331	99,031
Total Beginning Fund Balance	94,179	96,069	97,320	98,020	98,331	99,031
Revenues						
<i>Interest</i>	1,890	1,251	1,011	700	700	700
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<b>1,890</b>	<b>1,251</b>	<b>1,011</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 96,069</b>	<b>\$ 97,320</b>	<b>\$ 98,331</b>	<b>\$ 98,720</b>	<b>\$ 99,031</b>	<b>\$ 99,731</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	50,000	-	10,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	-	-	<b>50,000</b>	-	<b>10,000</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	96,069	97,320	98,331	48,720	99,031	89,731
Total Ending Fund Balance	96,069	97,320	98,331	48,720	99,031	89,731
<b>TOTAL USE OF FUNDS</b>	<b>\$ 96,069</b>	<b>\$ 97,320</b>	<b>\$ 98,331</b>	<b>\$ 98,720</b>	<b>\$ 99,031</b>	<b>\$ 99,731</b>

# **Barbara Jones Cassin Trust Fund**

## **FUND 716**

### **FUND PURPOSE**

The Barbara Jones Cassin Trust Fund was established by endowment upon the death of Ms. Cassin on May 10, 2010. Ms. Cassin was a graduate of Los Gatos High (class of '37) and San Jose State, where she majored in biological and physical sciences. After a successful career in hospital laboratories, she turned to watercolors, and donated 25 lovely views of Los Gatos to the library. A reception showing these works was sponsored by the Library in August 2008. Ms. Cassin's art has been widely exhibited and is held in public and private collections. In response to Hurricane Katrina, Ms. Cassin hosted a workshop to encourage children to draw and write their responses to the disaster, including its effects on animals.

The initial project funded by the Barbara Jones Cassin Trust was the purchase of opening day collections for the new Los Gatos Public Library. In following years, the interest earned by the trust will be budgeted annually to enhance collections and informational programming, per Ms. Cassin's wishes.

### **BUDGET OVERVIEW**

A portion of this fund will be budgeted for FY 2013/14 to support ongoing development of the library's collection in the face of overall Town budget reductions.

**LIBRARY DEPARTMENT**  
**Barbara Jones Cassin Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	-	-	666,252	521,252	540,291	465,963
Total Beginning Fund Balance	-	-	666,252	521,252	540,291	465,963
Revenues						
<i>Interest</i>	-	-	6,314	5,000	5,672	5,000
<i>Other Revenues</i>	-	666,252	26,065	-	-	-
Total Revenues	-	666,252	32,379	5,000	5,672	5,000
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 666,252</b>	<b>\$ 698,631</b>	<b>\$ 526,252</b>	<b>\$ 545,963</b>	<b>\$ 470,963</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	158,340	60,000	60,000	75,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	-	158,340	60,000	60,000	75,000
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	20,000	20,000	54,817
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	20,000	20,000	54,817
Total Expenditures & Transfers Out	-	-	158,340	80,000	80,000	129,817
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	-	666,252	540,291	446,252	465,963	341,146
Total Ending Fund Balance	-	666,252	540,291	446,252	465,963	341,146
<b>TOTAL USE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 666,252</b>	<b>\$ 698,631</b>	<b>\$ 506,252</b>	<b>\$ 525,963</b>	<b>\$ 416,146</b>